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DEVELOPING GUIDANCE FOR THE PREPARATION  
OF REQUESTS FOR PROPOSALS

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Army Procurement Research Office  
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DEVELOPING GUIDANCE FOR THE PREPARATION OF REQUESTS FOR PROPOSALS

December 1973

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US ARMY PROCUREMENT RESEARCH OFFICE  
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FORT LEE, VIRGINIA 23801

1. INTRODUCTION  
2. NATIONAL INSTITUTE OF  
3. ARMY LOGISTICS MANAGEMENT CENTER  
4. FORT LEE, VIRGINIA 23801

## TABLE OF CONTENTS

	PAGE
ABSTRACT. . . . .	iii
EXECUTIVE SUMMARY . . . . .	iv
1. Background . . . . .	iv
2. Objective. . . . .	iv
3. Scope. . . . .	iv
4. Conclusions and Recommendations. . . . .	v
CHAPTER I INTRODUCTION . . . . .	1
A. General. . . . .	1
B. Background . . . . .	1
C. Objective. . . . .	2
D. Sources of Data. . . . .	3
E. Origin of the Report . . . . .	4
CHAPTER II Development of the RFP Guidance . . . . .	5
A. General. . . . .	5
B. Developing the Guidance. . . . .	5
C. Selecting the form of the RFP Guidance . . . . .	5
CHAPTER III Conclusions and Recommendations. . . . .	7
APPENDIX Proposed Requests for Proposal Format Guide . .	8

## ABSTRACT

Clear, brief, and uniform Requests for Proposals (RFP's) form the basis for efficient negotiations and contract placements. This study presents the results of a comprehensive analysis of the US Army Materiel Command's (AMC's) RFP development and usage and prescribes a guide for the preparation of RFP's within the AMC, stressing the goals of clarity, brevity, and uniformity.

REPORT TITLE: Developing Guidance for the Preparation of Requests for Proposals

STUDY NUMBER: ALMC 72401

STUDY SPONSOR: Director of Requirements and Procurement, USALMC

## EXECUTIVE SUMMARY

1. Background: As a result of growing concern over the diversity of structure and lack of brevity and clarity of Requests for Proposals and Quotations (RFP's and RFQ's) prepared by the Major Subordinate Commands and other procurement activities, the US Army Procurement Research Office has been directed to develop guidance by which improved AMC RFP's and RFQ's can be prepared.
2. Objective: The objective of this study is to identify and articulate what specific guidance is needed to deal with existing problem areas in order to achieve an optimal combination of clarity, brevity, and uniformity in AMC RFP's and RFQ's.
3. Scope: Consistent with the objective of identification, the research plan called for obtaining primary data from several recent AMC solicitations. Accordingly, the relevant RFP's and RFQ's (see page 3) were obtained for comparison and analysis. While the subject matter of the report has applicability to many kinds of solicitations, such as to RFP's and RFQ's for complex service contracts, reviews of the data base and analyses were limited to solicitations which primarily lead to contracts for development of systems and subsystems. This effort does not pretend to be the ultimate solution to RFP difficulties, but only the "first step." It is presumed that additional desirable improvements will become visible as increased concentration is devoted to the need for better RFP's and RFQ's.

#### 4. Conclusions and Recommendations

The extensive research effort to gather and analyze all relevant AMC RFP/RFQ materials has resulted in the preparation of a proposed AMC pamphlet designed to guide the development of improved RFP's and RFQ's in AMC. The pamphlet addresses the "real life" problems presently encountered in the preparation of AMC RFP's and RFQ's. However, because the area is complex and the pamphlet is an ambitious one in its coverage, it is recommended that the pamphlet first be circulated to selected "experts" in various AMC procuring agencies before final staff review and distribution.

After comments are received from the field, they should be integrated with comments from the AMC staff to make a final polished product for distribution. It is further recommended that concurrent with distribution of the proposed pamphlet to the field, proposed changes to AMCPI 3-501 be effected to afford compatibility with the pamphlet.

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After comments are received from the field, they should be integrated with comments from the AMC staff to make a final polished product for distribution. It is further recommended that concurrent with distribution of the proposed pamphlet to the field, proposed changes to AMCP1 3-501 be effected to afford compatibility with the pamphlet.

## CHAPTER 1

### Introduction

#### A. General

The preparation of complex Requests for Proposals (RFP's) or Requests for Quotations (RFQ's) is a difficult task. This complexity can lead to RFP's that are difficult to understand and of considerable length. In addition, different techniques are used in different agencies in the preparation of RFP's (to be read in this report as "RFP's and RFQ's"). Some experienced procurement personnel have expressed that each RFP is unique and that lessons learned cannot be carried forward. Other individuals attempt to carry over many provisions from RFP to RFP and "cut and paste" to a large degree. Because of these different approaches RFP's can also differ considerably in appearance.

#### B. Background

The Army Materiel Command has many offices turning out such solicitations. The difficulty in controlling and managing the RFP output of these offices in a consistent, comprehensive manner is readily apparent. In early 1973 a review of AMC solicitations by HQ AMC revealed a level of complexity and diversity considered to be unacceptable for good contract management. The first reaction to this apparent problem was that more training was needed to instruct the preparers of these solicitations on proper usage. Accordingly, AMC directed the Army Logistics Management Center to develop a "blitz" (later to be called a seminar) course for the preparation of Requests for Proposals to be given to those AMC personnel who prepare and manage RFP's.



Owing to the several complex purposes which RFP's must satisfy, the complete requirements for the course were developed in stages by a team procurement personnel, including top level AMC officials. A pilot class was given at one command after which the course material was then revised and put in its final form for formal presentation. Numerous RFP preparation seminars have subsequently been presented to high- and mid-level professionals of AMC.

At some time during the preparation of the course for its first formal presentation, it was decided that more reinforcement of the RFP preparation guidance was needed. The Army Procurement Research Office (APRO), primary developer of the course material, was directed to develop some form of format guidance for RFP's for promulgation by AMC.

This report is the result of that effort. It reflects the research done to seek out the underlying problems discerned in AMC's review of RFP's and to generalize these problems into areas that require more guidance from management.

### C. Objective

The objective of this report is to identify and articulate what specific guidance is needed to deal with existing problem areas in order to achieve an optimal combination of clarity, brevity, and uniformity in AMC RFP's and RFQ's.

#### D. Sources of Data

The sources of data for the course material and the report consisted of virtually all major AMC RFP's, as well as many small ones, local agency guidance, Services guidance, current literature on the subject, and the ASPR.

The following is a list of the solicitations (and contracts) most useful in this effort:

<u>Procurement Activity</u>	<u>Descriptor</u>	<u>Solicitation/Contract No.</u>
AVSCOM	UTTAS	DAAJ01-72-R-0254 (P40)
AVSCOM	HLH-System	DAAJ01-71-C-0840 (P40)
AVSCOM	HLH-Engine	DAAJ01-73-C-0175 (P40)
AVSCOM	AAH	DAAJ01-73-R-0179 (P40)
TACOM	XMI	DAAE07-73-R-0008
TACOM	MICV	DAAE07-72-R-0001
TACOM	ARSV	DAAE07-72-R-0002
MICOM	SAM-D	DAAH01-72-C-0106
ECOM	Cefly Lancer	DAAB07-72-R-0280
ECOM	Absolute Altimeter	DAAB07-73-Q-0213
ECOM	Platoon Early Warning Device	DAAB07-73-Q-0274
MICOM	Stinger	DAAH01-72-C-0773
ARMCOM	Bushmaster	DAAF03-72-C-0145
Various Agencies	Others	

E. Origin of the Report.

In as much as the essence of the research performed for this project is embodied in the proposed uniform RFP format guide, the Appendix, the structure of the report itself is quite simple. In addition to this entry, it consists of a brief set of explanations of the basis for the contents of the guide, Chapter II, and a succinct set of conclusions and recommendations, Chapter III.

## CHAPTER II

### Development of the RFP Guidance

#### A. General

In undertaking this task of developing RFP preparation guidance APRO faced two problems: actually developing the material and structure for the guidance and deciding on the proper form of promulgation.

#### B. Developing the Guidance

It had been decided early in the RFP course development that the existing Uniform Contract Format (UCF) in the ASPR was best to be accepted as "given" and used as a natural starting point. In accepting the UCF and its breakout of functional sections of ASPR 2-501(b), the structure for the guidance was found. Each section of the UCF (A, B, C...M) was treated individually. For example, in the development of material for Section A, Cover Sheet, the solicitations were reviewed for problems in this area; local and services guidance (including ASPR), and current literature on the subject were reviewed for ideas, and experts in the field were consulted. The data was synthesized and then analyzed in terms of trade-offs among brevity, clarity, and uniformity to see what statements were suitable for policy and procedural promulgation by AMC. This process was repeated for each UCF section until there was a collection of statements for each section as well as for the overall solicitation.

#### C. Selecting the Form of the RFP Guidance

In deciding upon the form in which the material should be presented, all forms of existing AMC policy and procedure promulgation were considered.

This decision had to satisfy four main objectives: (1) assurance of compliance, (2) accessibility to the field, (3) appropriateness, and (4) legal consistency with existing regulation (primarily the ASPR).

Ultimately the issue came down to the trade-off between drafting a form which would have the strength to assure compliance and drafting a form which would not conflict with the ASPR. AMC Procurement Instructions (AMCPI), for example, are forceful enough to get compliance, but since the material covers basically the same (though less detailed) instructions found in ASPR 3-501(b), it was feared the AMCPI (or for that matter any instructions of similar strength) would be considered supplementary to the ASPR and therefore contrary to the implementing guidance of ASPR 1-108.

After considering various formats and strategies, the following compromise was decided upon to promulgate the RFP guidance:

1. As per ASPR 1-108(a)(iv)(B) the guidance would be along the lines of interim instructions intended to effect greater efficiency in procurement.
2. These instructions would take the form of an AMC Pamphlet, 715-X, Requests for Proposal Format Guide (the appendix to this report).
3. To give some strength to the guidance, the AMCPI 3-501 series would direct that the new pamphlet be used to prepare RFP's.

## CHAPTER III

### Conclusions and Recommendations

AMC's combined push to instruct its solicitation preparers and give them continuing guidance on the job is a positive effort toward achieving clarity, brevity, and uniformity in its RFP's. The RFP seminars have met their objectives. This report presents AMC's detailed instructions on RFP preparation.

It is felt that as a result of the extensive research effort to gather and analyze all relevant AMC RFP materials, the attached pamphlet addresses the "real life" problems presently encountered in the preparation of AMC RFP's. However, because the area is complex and the pamphlet is an ambitious one in its coverage, it is recommended that the pamphlet first be circulated to selected "experts" in various AMC procuring agencies before final staff review and distribution.

After comments are received from the field, they should be integrated with comments from the AMC staff to make a final polished product for distribution. It is further recommended that concurrent with distribution to the field, the AMCPI 3-501 change discussed at the end of Chapter II also be :      Appropriate coordination with the ASPR Committee should be done to facilitate such actions.

## Appendix

### Proposed Requests for Proposal Format Guide

AMC Pamphlet

AMCP 715-

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PROCUREMENT

REQUEST FOR PROPOSAL FORMAT GUIDE

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HEADQUARTERS, U.S. ARMY MATERIEL COMMAND

October 1973



Headquarters  
United States Army Materiel Command

AMC Pamphlet  
No. 715-

October 1973

PROCUREMENT  
REQUEST FOR PROPOSAL FORMAT GUIDE

	Page
Foreword. . . . .	iv
Part 1. Introduction. . . . .	1-1
Purpose and Scope . . . . .	1-1
Relationship to ASPR. . . . .	1-1
Organization of Pamphlet. . . . .	1-1
Responsibility. . . . .	1-1
Part 2. Summary of Key Statements . . . . .	2-1
Scope of Part . . . . .	2-1
AMC Policy. . . . .	2-1
Overall Guidance. . . . .	2-1
Statements for Specific UCF Sections. . . . .	2-3
Part 3. Implementing Guidance . . . . .	3-1
Scope and Usage . . . . .	3-1
Policy and Rationale. . . . .	3-2
Overall Guidance. . . . .	3-2

	Page
Guidance for Specific UCF Sections. . . . .	3-7
Section A. . . . .	3-7
Section B. . . . .	3-8
Section C. . . . .	3-8
Section D. . . . .	3-15
Section E. . . . .	3-21
Section F. . . . .	3-29
Section G. . . . .	3-31
Section H. . . . .	3-32
Section I. . . . .	3-33
Section J. . . . .	3-34
Section K. . . . .	3-35
Section L. . . . .	3-35
Section M. . . . .	3-36
Exhibit 1 . . . . .	E 1-1
Exhibit 2 . . . . .	E 2-1
Exhibit 3 . . . . .	E 3-1
Exhibit 4 . . . . .	E 4-1
Exhibit 5 . . . . .	E 5-1

## FOREWORD

This pamphlet is designed primarily for those procurement personnel who write the RFP's and RFQ's of AMC. It is hoped the enclosed guidance will increase the clarity, brevity, and uniformity of these solicitations, and that these higher quality solicitations will ultimately result in higher quality proposals.

Readers of the pamphlet are encouraged to improve its contents. Comments and requests for copies should be directed to HQ, AMC, ATTN: AMCRP-SP.

## PART ONE - INTRODUCTION

1. Purpose and Scope of this Pamphlet. The purpose of this pamphlet is to give guidance to procurement personnel involved in writing complex Requests for Proposals (RFP's) or Requests for Quotations (RFQ's) in order to assure clarity, brevity, and uniformity in those documents. This guidance is aimed primarily for those solicitations in the advanced development or engineering development phases of the acquisition cycle, but the basic principles are applicable to the majority of solicitations in negotiated procurements. For convenience, where appropriate the term RFP alone will refer to both RFP's and RFQ's.
2. Relationship to the ASPR. Instructions in this pamphlet are provided to assure full compliance with the ASPR 3-501(b), Contract Forms and Uniform Contract Format. For full understanding of the net effect of this guidance, it is necessary to be familiar with the ASPR guidance.
3. Organization of the Pamphlet. There are three parts to the pamphlet. Part One tells what the pamphlet is about, Part Two summarizes the key statements as a kind of "checklist" for quick reference, and Part Three repeats the statements but in full context with discussion and examples.
4. Responsibility. It is the responsibility of the contracting officer to insure clarity, brevity, and uniformity in solicitations. He ultimately must assure adherence to this guidance and integrate all inputs to the solicitation in the prescribed manner.

PART TWO - SUMMARY OF KEY STATEMENTS

1. Scope of Part. This part summarizes all key statements and serves as a quick reference in writing and reviewing solicitations.
2. AMC Policy. It is the policy of AMC to strive for clarity, brevity, and uniformity in the formulation of RFP's.
3. Overall Guidance.
  - a. The Uniform Contract Format (UCF) of ASPR 3-501(b) shall serve as the basic format for solicitations.
  - b. The preparers of solicitations shall retain the verbatim terminology of the sectional titles of the Uniform Contract Format as the solicitations are prepared.
  - c. Reliance upon attachments to set forth the various instructions, evaluation factors, "statement of work," and other information shall be avoided where the details can reasonably be set forth within the appropriate UCF section.
  - d. Provisions which are clearly inapplicable and which may be cumbersome to follow or confusing to interpret shall be eliminated from final solicitation drafts prior to issuance.
  - e. Unless patently impracticable, formal amendments to solicitations shall be issued by replacing the total page(s) rather than by showing only the relevant sentence(s) or specific entries to be corrected within a page.

f. To avoid confusion with the lettered sections of the UCF proper, attachments will be identified by arabic numerals.

g. The preferred page-numbering method for AMC solicitations is dual-numbering. Each page of the UCF proper will be numbered by the letter of its section (i.e., A-1, A-2. . ., B-1, B-2. . ., M-1. . .) and by its place in the overall solicitation (i.e., 1, 2, . . .n). Attachment pages will also be numbered by their place in the overall solicitation, as well as any internal numbering system desired for the attachment pages.

h. Solicitation preparers shall adhere to the policy in paragraph 2 above by following these basic principles:

(1) Provisions will be placed within the proper sections of the UCF.

(2) There will be compatibility between sections of a solicitation. Areas of complex interrelationships between sections will be explained carefully.

(3) Brevity will be a constant goal.

(4) Proper grammar, syntax, sentence and paragraph structure, and basic rules for effective writing will be used in attaining clarity.

(5) As a general rule, it is preferable to be explicit rather than implicit when setting forth provisions, except where such explicitness may be disadvantageous to the Government's position, e.g., where excessively explicit prescription of the evaluation and award procedures

may preclude essential flexibility in the evaluation process.

4. Statements for Specific UCF Sections.

a. Section A. Cover Sheet.

(1) The purpose of Section A is to provide essential administrative information to offerors at the forefront of the solicitation.

(2) The cover sheet, either DD 1706 (RFQ) or DD 1707 (RFP), will be completely filled out with a descriptive statement of the required supplies or services.

(3) The "additional information" block on the cover sheet will contain mention of highlighted information from other parts of the solicitation or information the contracting personnel feel offerors need emphasized. Such information will normally include, for example, a mention of a preproposal conference (spelled out in Section C), a special feature like "design to cost," or an executive summary.

(4) An executive summary of the planned program and the salient features and emphases of the planned contract should be included in RFP's subject to review by Headquarters, AMC. The executive summary shall appear as an extension of the additional information block of either DD Form 1706 or 1707, as appropriate, and shall contain, where practicable, a graphic illustration of the planned program schedule showing planned contractual increments of the phased work.

b. Section B. Contract Forms and Representations, Certifications, and Other Statements of Offeror or Quoter. The description of Section B

in ASPR is deemed to be sufficient, with no need for further guidance.

c. Section C. Instructions, Conditions and Notices to Offerors/Quoters.

(1) The purpose of Section C is to instruct or otherwise notify offerors about the terms and conditions of the procurement action which they need to know in order to participate in the competition and responsively submit proposals.

(2) Provisions shall be set forth in Section C to instruct offerors about the desired characteristics of proposals to be submitted, including volume or section requirements, page limitations, particular aspects to emphasize, and related instructions designed to facilitate and enhance efficient and equitable evaluation.

(3) Section C shall contain a requirement that offerors provide an explanation, in a clearly relatable format such as a matrix, of any differences between the actual manner of submissions and the manner by which submission was requested. The offeror should be reminded that departure from the proposed format may reduce his evaluation score.

(4) Offerors shall be instructed to relate their cost estimates to each relevant contract line item and subline item for adjacent parenthetical entries in Section E of the planned contract.

(5) Of those solicitations subject to review by Headquarters AMC, a provision shall be set forth in Section C to inform unsuccessful offerors of the opportunity for a debriefing by request to the contracting officer



or the Head of Procuring Agency (HPA), as appropriate by local policy.

(6) The details of any planned preproposal conference should be set forth in Section C. (NOTE: A mention of the conference should also be set forth in Section A under "additional information.")

(7) An instruction shall be set forth in Section C that Standard Data Item Descriptions (DD Forms 1664) listed on DD Form 1423 are to be incorporated by reference to the DOD Authorized Data List (TD-3).

(8) It is general policy to avoid the use of acronyms. When acronyms are necessary, a legend shall be included in Section C to explain the meaning of acronyms utilized throughout the solicitation.

d. Section D. Evaluation Factors for Award.

(1) The purpose of Section D is to explain the bases and procedures for evaluation of proposals and to stipulate the bases on which an award will be made.

(2) Explicit coverage of award information shall be made in Section D when it is felt offerors will need such information and the Government's award flexibility will not be compromised. Any award information must be consistent with the provisions of paragraph 10 of Standard Form 33A if included in the solicitation.

(3) Significant evaluation factors shall be included in Section D with a clear indication of the relative order of their importance.

(4) The relative importance of price, or cost, shall be included in Section D.

(5) Subfactors of overriding importance shall be emphasized in Section D.

(6) The general method of scoring to be employed in an evaluation shall be disclosed in Section D.

e. Section E. Supplies/Services, and Prices.

(1) The purpose of Section E is to expressly set forth the requirements of the Government which are to be provided by the contractor along with the corresponding planned pricing arrangement.

(2) The general objective of the contract shall be stated at the outset of Section E.

(3) Where more than one main objective is to be encompassed within the planned contractual effort, the significance of each objective shall be expressed. Options or work for subsequent phases of the program should be considered as separate objectives.

(4) Brief statements of the work to be performed by the contractor shall be expressed in terms of the natural work breakdown structure (WBS) elements in general accordance with the order, form, and terminology that is standardized by MIL-STD-881.

(5) Statements of requirements shall normally be limited to the third indenture level of the WBS, but may be stated at the fourth

or lower indenture level as necessitated by the circumstances.

(6) The contract line item (CLIN), subline item, and exhibit line item (ELIN) procedures described in the ASPR Section XX, Part 3, shall be generally applicable to RFP's for development contracts and other service contracts as well as to supply contracts. To the extent that required work elements are separable for the purposes of pricing or cost estimation, description of work, and delivery or performance of the work, the elements shall be stated as contract line items, subline items or exhibit line items. For this purpose, a contract line item is defined as an element or an aggregation of elements of the WBS.

(7) CLINs, sublines and ELINs (if necessary) shall be stated to expressly reflect requirements for at least those applicable elements of the Work Breakdown Structure (WBS) at the second, third, and if deemed appropriate, the fourth and lower WBS levels which are relevant to the material life cycle phase for which the subject contract is intended.

(8) A contract line item shall be stated for each option that may become a requirement under the contract.

(9) Award fee provisions, as a portion of the total pricing arrangement, shall be expressed in Section E.

f. Section F. Description/Specifications.

(1) The purpose of Section F is to describe in detail the technical requirements of the Government, as stated in Section E.

(2) A specific description of the work, or reference to another specification which will provide the description, shall be set forth in

Section F for each relevant contract line item or subline item stated as a requirement in Section E. The descriptions or references to other specifications shall be arranged in the same order as the CLIN/subline structure of Section E.

(3) When one or more Section E contract line items are stated for options, the corollary descriptions of the work to be performed in the options shall be in Section F or a reference shall be provided to a specification which contains the description.

(4) Standardized Data Item Descriptions (DID's), DD Form 1664, which are listed in the DOD Authorized Data List (TD-3), but which are modified, shall be stated directly in Section F as modified. However, DID's which are not modified shall be incorporated by reference only.

g. Section G. Preservation/Packaging/Packing. The description of Section G in ASPR is deemed to be sufficient, with no need for further guidance.

h. Section H. Delivery or Performance.

(1) The purpose of Section H is to set forth the scheduled dates or periods of time during which the contractor is to provide delivery or complete performance of the required supplies and services.

(2) Specific delivery or performance schedules, or references to specifications containing such schedules, shall be set forth in Section H for each relevant contract line item or subline item stated as a requirement in Section E.

(3) The order and arrangement of the schedules, or references to other specifications, shall relate directly to the CLIN/subline structure of Section E. Where CLIN/subline schedules tend to naturally merge into one or a few schedules, the interrelationships of the various schedules shall be clearly and briefly described.

(4) When one or more Section E contract line items are stated for options, the corollary delivery or performance schedules shall be set forth in Section H, or a reference shall be provided to a specification which contains the schedule.

i. Section I. Inspection and Acceptance.

(1) The purpose of Section I is to set forth the inspection and acceptance provisions applicable to the separate contract line items or subline items stipulated in Section E.

(2) Inspection and acceptance provisions shall be set forth in Section I in a manner which relates directly to the CLIN/subline structure of Section E.

j. Section J. Other Special Provisions.

(1) The purpose of Section J is to set forth other special provisions which are peculiar to the proposed contracts and are not more appropriately set forth in other sections of the solicitation.

(2) The following types of special provisions, which tend to be frequently applicable to solicitations, shall be set forth in Section J: option conditions, Design to Unit Production Cost requirements,

incremental funding plans, allocations of system responsibilities, C/SCSC provisions, use of government property provisions, and relationship to the program provisions.

k. Section K. Contract Administration Data. The description of Section K in ASPR is deemed to be sufficient, with no need for further guidance.

l. Section L. General Provisions. The description of Section L in ASPR is deemed to be sufficient, with no need for further guidance.

m. Section M. List of Documents, Exhibits, and Other Attachments.

(1) The purpose of Section M is to identify all documents which are part of the solicitation package. It lists all documents which have been incorporated into appropriate sections of the RFP, as well as those which are too lengthy to be directly covered within the RFP proper.

(2) When applicable, the following shall be listed in Section M: Security Requirements List (DD Form 254), classified documents, the Management Systems Summary List (DD Form 1660), and the Contract Data Requirements List (DD Form 1423).

### PART THREE - IMPLEMENTING GUIDANCE

#### 1. Scope and Usage.

a. Scope of Part. This part sets forth, in full, guidance for writers of solicitations including rationale for this guidance and examples of AMC usage that illustrates the guidance. Each of the statements introduced in Part Two is repeated at the beginning of the corresponding paragraph of this Part. It is then followed by appropriate rationale and examples, unless patently unnecessary.

#### b. Usage of Guidance.

(1) This guidance should be viewed in the following intended perspective: the goals of brevity, increased clarity and greater format uniformity in RFP's throughout the AMC complex will require concerted attention by all of the key individuals of each procurement activity. It is practicable to issue only general guidance if procurement agencies are to retain the flexibility that is necessary to structure viable solicitations. Beyond such generalized guidance, the individual specialists must both recognize and strive to comply with the spirit of the goals. The guidance stated herein will provide a basic theme from which individual procurement specialists can actually effect the desired improvements.

(2) The guidance of this pamphlet should be viewed as an attempt to assure compliance with the directions provided by ASPR 3-501(b). For

full understanding of the net effect of the total direction, it is necessary to be familiar with the ASPR guidance.

## 2. Policy and Rationale.

a. Statement of Policy. It is the policy of AMC to strive for brevity, clarity of understanding, and uniformity in the formulation of RFP's.

### b. Rationale.

(1) The quest for reasonable brevity, clarity and uniformity within solicitations is a worthwhile goal. It is a matter of professional courtesy to readers; it is a matter of attainment of an overall increase in efficiency that will naturally emanate from better prepared solicitations.

(2) It is apparent that solicitations have been prepared quite differently, in significant aspects, among the major subordinate commands, within particular procurement directorates, and even between specialists in the same section. A divergence of the features of solicitations has been prevalent, rather than a convergence toward some uniform layout. A few of the results of the divergence are that it has been difficult for readers to compare similar solicitations for review and analysis, transfer lessons learned from one situation to another, and, in general, comprehend the diverse requirements of the solicitation.

## 3. Overall Guidance.

a. Adherence to the Uniform Contract Format (UCF) of ASPR 3-501(b).

(1) The UCF shall serve as the basic format for solicitations.



(2) There are three alternatives for preparers of solicitations: customization of solicitations as desired, with extreme or total departure from the UCF; loose adherence to the UCF; and strict adherence to the UCF. The third method is the preferred prescription. It is basically a matter of presenting a consistent Army format to prospective offerors and to other interested readers. Contractors will become familiar with the UCF, and this will allow readership and understanding with reasonable ease. The task of putting provisions in their proper place within the UCF may seem at first glance to be a simple feat. But past experience has provided ample evidence that it is not--unless and until habit and precedence can be formulated. It is incumbent upon each of the specialists involved in the preparation of RFP's, therefore, to gain an in-depth familiarity with the nature of each of the UCF sections and to exercise the discipline necessary to achieve the goal of relatively strict adherence to well-defined sections of the UCF.

b. Retention of the Verbatim Terminology of the Sectional Titles of the Uniform Contract Format.

(1) The preparers of solicitations shall retain the verbatim terminology of the sectional titles of the Uniform Contract Format as solicitations are prepared.

(2) Some contracting officers have chosen to fit the titles of the UCF to the material to be included within sections of the RFP. This tendency contributes markedly to the diversity of RFP formats.

For the sake of uniformity, therefore, those who prepare RFP's should fit the material to the intent of the Uniform Sections rather than vice versa.

(3) For example, Section D, "Evaluations Factors for Award," is often entitled something like "Evaluation Criteria" or "Source Selection Factors" and gives slightly different information than intended by ASPR. Section M, "List of Documents, Exhibits, and Other Attachments," is often entitled "List of Exhibits and Attachments" and is too narrowly defined.

c. Avoidance of Excessive Reliance on Attachments.

(1) Reliance upon attachments to set forth the various instructions, evaluation factors, "statements of work," and other descriptions of work shall be avoided, as a general rule, where the details can reasonably be set forth within the relevant UCF section.

(2) Where specification of lengthy and technically detailed information is necessary, use of exhibits, attachments and other documents may be appropriate. Usually, however, detailed information and "statements of work" for each relevant element of the work breakdown can be and should be stated as requirements in the form of CLIN's and sublines in Section E, described in detail in Section F, and appropriately elaborated upon to reflect packaging, delivery, and inspection requirements in Sections G, H, and I respectively.

d. Exclusion of Inapplicable Provisions.

(1) Provisions which are clearly inapplicable and which may be cumbersome to follow or confusing to interpret shall be eliminated from final solicitation drafts prior to issuance.

(2) The technique of using check lists, incorporated in full into final RFP's, has been employed in Sections B, D, F, J, L, and M of numerous solicitations. Check lists and pre-prepared provisions while initially helpful to formulate an appropriate set of applicable RFP provisions, definitely add to the total volume of documentation and to the opportunities for reader confusion. As a courtesy to the readers of RFP's and to avoid this confusion, contracting officers should assure that inapplicable provisions of "check lists" and other preprinted material do not carry over into the finalized solicitations.

e. Solicitation Amendment by Total Page Replacement.

(1) Unless patently impracticable, formal amendments to solicitations shall be issued by replacing the total page(s) rather than by showing only the relevant sentence(s) or specific entries to be corrected within a page.

(2) When numerous amendments are issued without "total page replacement" the length of the total documentation swells and clarity of understanding is jeopardized. This is particularly troublesome when amendments to amendments are made.

f. To avoid confusion with the lettered sections of the UCF proper, attachments will be identified by arabic numerals.

g. Solicitation Page Numbering. The preferred page-numbering met. 1 for AMC solicitations is dual-numbering. Each page of the UCF proper will be numbered by the letter of its section (i.e., A-1, A-2, . . . B-1, B-2, . . . M-1. . .) and by its place in the overall solicitation (i.e., 1, 2, . . . n). Attachment pages will also be numbered by their place in the overall solicitation as well as by any internal numbering system desired for attachment pages.

h. Adherence to Basic Principles. Solicitation preparers shall adhere to the policy in paragraph 2 above by following these basic principles:

(1) Provisions will be placed within the proper sections of the UCF.

(2) There will be compatibility between sections of a solicitation. Areas of complex interrelationships between sections will be explained carefully.

(3) Brevity will be a constant goal.

(4) Proper grammar, syntax, sentence and paragraph structure, and other basic rules for effective writing will be used in attaining clarity.

(5) As a general rule, it is preferable to be explicit rather than implicit when setting forth provisions unless such explicitness may be disadvantageous to the Government's position, e.g., where

excessively explicit prescription of the evaluation and award procedures precludes essential flexibility in the evaluation process.

4. Guidance for Specific Sections of the Uniform Contract Format.

a. Section A. Cover Sheet.

(1) The purpose of Section A is to provide essential administrative information to offerors at the forefront of the solicitation.

(2) Importance of the Content of Section A.

(a) The cover sheet, either DD 1706 (RFQ) or DD 1707 (RFP), will be completely filled out with a descriptive statement of the required supplies or services.

(b) Minimum essential descriptive and administrative information must be set forth at the forefront of the solicitation and readers should expect to find it there. For example, a brief description utilizing such terminology as "design, develop, fabricate, assemble and test prototypes of System XYZ" is preferable to a mere statement that System XYZ is required. The latter method leaves the reader to question such basics as whether the nature of the contract is for development or production.

(3) Additional Information. The "additional information" block on the cover sheet will contain mention of highlighted information from other parts of the solicitation or information the contracting personnel feel offerors need emphasized. Such information will normally include, for example, a mention of a preproposal conference (spelled out in

Section C), a special feature like "design to cost," or an executive summary.

(4) Inclusion of an Executive Summary.

(a) An executive summary of the planned program and the salient features and emphases of the planned contract shall be included in RFP's subject to review by Headquarters, AMC. The executive summary shall appear as an extension of the additional information block of either DD Form 1706 or 1707, as appropriate, and shall contain, where practicable, a graphic illustration of the planned program schedule showing planned contractual increments of the phased work.

(b) An executive summary is extremely important, particularly when a solicitation is complex. Some of the most important readers of solicitations are those who cannot take the time to carefully read all of the solicitation matter. The task of summarizing the critical information belongs to the RFP preparer.

(c) Exhibit 1 contains examples of compliance with the guidance specified in this paragraph, 4a. (Certain points in the original solicitation have been altered and omitted for illustrative purposes).

b. Section B. Contract Forms and Representations, Certifications, and Other Statements of Offeror or Quoter. The description of Section B in ASPR 3-501(b) is deemed to be sufficient, with no need for further guidance.

c. Section C. Instructions, Conditions and Notices to Offerors/Quoters.

(1) The purpose of Section C is to instruct or otherwise notify offerors about the terms and conditions of the procurement action which they need to know in order to participate in the competition and responsively submit proposals.

(2) Inclusion of Proposal Submission Instructions.

(a) Provisions shall be set forth in Section C to instruct offerors about the desired characteristics of proposals to be submitted including volume or section requirements, page limitations, particular aspects to emphasize, and related instructions designed to facilitate and enhance efficient and equitable evaluation.

(b) Proposal submission instructions are considered essential to insure receipt of similarly structured proposals for evaluation. Proposal submission instructions are often placed in Section D in close proximity to the related evaluation procedures. However, for the sake of uniformity and since they are "instructions," the proper location of submission instruction should be Section C, with a reference to Section D. The Government does not desire to inhibit an offeror's response by specification of proposal instructions, and, as per paragraph (3) below, some areas of unavoidable deviation will be allowed.

(c) The following example illustrates the coverage of proposal submission information in Section C (some text omitted):

C.45 PROPOSAL SUBMISSION INSTRUCTIONS

C.45.1 *Proposals shall be submitted within 105 days from date of issue to the office specified on the Standard Form 33.*

*The proposal shall be properly wrapped to comply with the DOD Industrial Security Manual. . .*

C.45.2 *Time for Acceptance.* . .

C.45.3 *Proposal Format.* *The proposal shall be divided into four volumes: Cost, Engineering Design, Management and Contract, and Impact Statements. . .*

C.45.3.1 *Engineering Design.* *This volume shall indicate. . .*

C.45.3.2 *Management and Contract.* *This volume shall. . .*

C.45.3.3 *Cost Volume:* *This volume shall contain the following:*

C.45.4 *The offeror shall submit his proposal in the following number of copies. . .*

C.45.5 *The proposals should be as brief as possible, consistent with complete submission; however, there shall be no more than 500 pages containing any data of any kind in the total proposal. No page shall exceed 8-1/2 inches in width and 11 inches in length; however, fold-out pages. . .*

C.46 COST SCHEDULE CONTROL SYSTEM CRITERIA

C.46.1 *The offeror shall submit, as part of the Management volume. . .*



*C.47 Offerors shall comply with this paragraph to the fullest extent. Deviation shall be fully explained. The offeror is reminded his evaluation score may be lowered depending upon the amount of deviation.*

(3) Explanation of Difference Between Proposed Format and Proposal.

(a) Section C shall contain a requirement that offerors provide an explanation, in a clearly relatable format such as a matrix, of any differences between the manner by which the proposal was requested and the manner by which it was actually submitted. The offeror should be reminded that departure from the format requested may reduce his evaluation score.

(b) Notwithstanding that the desired response is full compliance with paragraph c(2)(a) above, there will be instances where valid deviation from this requirement might occur. To recognize the necessity of these occasional deviations, yet to minimize their occurrence, the RFP needs to require contractors to specifically explain their non-compliance.

(c) In the example of paragraph c(3)(c), the paragraph C.47 shows this requirement in context.

(4) Inclusion of an Instruction to Relate Cost Estimates to Contract Line Items.

(a) Offerors shall be instructed to relate their cost

estimates to each relevant contract line item and subline item for adjacent parenthetical entries in Section E of the planned contract.

(b) Notwithstanding that the pricing arrangement for a development contract usually applies to the whole of the work to be performed under the contract, each contract line item, as a summary of a set of subline items, would normally have a discrete cost estimate. For the purposes of proposal submission, offerors should be instructed to relate their estimates to each of the CLIN's and sublines.

(c) The following example illustrates this point:

32. *INFORMATION REQUIRED TO SUPPORT COSTS*  
*ASPR 3-501(b) Section C (xxvii)*

*Offerors are cautioned that their cost estimates will be examined closely for evidence of cost realism as set forth in Section D.2.4.*

*32.1 Two independent cost and fee proposals are required; one for Engineering Development (CLIN 0001) and one for Advanced Production Engineering (CLIN 0002). Each must be submitted on a DD Form 633-4, Contract Pricing Proposal (Research and Development), in full compliance with the instructions and footnotes on that form, with the supporting data submitted in that format corresponding to the lower of the second or third level of the Project Summary Work Breakdown Structure as described in Attachment 13. Supporting data relative to the cost elements*

*which are common to both cost proposals need not be repeated in both but shall be referenced in the one proposal from which the data is omitted. In addition, the total cost (exclusive of G&A and fee) will be specified for each such second or third level element.*

(5) Inclusion of Debriefing Offer.

(a) A provision shall be set forth in Section C to inform unsuccessful offerors of the opportunity for a debriefing by request to the contracting officer or the HPA, as appropriate to the local practice.

(b) The opportunity for a debriefing is implied even without an express provision. The advantage of being express is that it tends to dispel any doubts about this matter and it channels the requests for a debriefing to the proper party, the contracting officer or HPA, who should be prepared to accommodate such requests. In the past, requests for debriefing have often come through the project manager, engineers, and even through high level officials. This diffusion of inquiries interferes with the orderly progress of procurements and creates opportunities for misunderstanding.

(c) The following example illustrates an offer of opportunity for debriefing.

INFORMATION FOR UNSUCCESSFUL OFFERORS. *If requested, the Contracting Officer will provide all unsuccessful offerors with the information required by ASPR 3-508.3 after contract award.*

(6) Location of Preproposal Conference Instructions.

(a) The details of any planned preproposal conference should be set forth in Section C. (NOTE: A mention of the conference should also be set forth in Section A under additional information.)

(b) The following example illustrates this usage:

PREPROPOSAL CONFERENCE to present an overview of the AAH Program and concepts is scheduled as shown in paragraph C.16 in building T-104 (Theater) HQ and Installation Support Activity, Granite City, Illinois. Questions concerning the Program or concepts should be submitted to the Contracting Officer prior to the conference. Classified questions will not be discussed at the conference. Each prospective prime contractor is requested to limit his representatives to eight. Potential subcontractors are requested to limit their representatives to two. It is not planned to discuss detailed solicitation questions at the conference.

(7) Inclusion of Data Item Description.

(a) An instruction shall be set forth in Section C that non-modified Standard Data Item Descriptions (DD Forms 1664) listed on DD Form 1423 are to be incorporated by reference to the DOD Authorized Data List (TD-3) and Standard Data Item Descriptions.

(b) It is pointed out in the Section F discussion that non-modified Data Item Descriptions are to be incorporated by reference to TD-3, rather than set forth in full text. Therefore, a corresponding instruction in Section C is considered to be appropriate.

(c) The following example shows such incorporation by reference:

*The requirements for Contractor data to be delivered are listed and scheduled on the DD Form 1423, Contractor Data Requirements Lists (CDRL), attached. The DD Form 1664 Requirements are contained within DOD Authorized Data List TD-3 dated 1 April 19. . .*

(8) Inclusion of a Notice to Explain Contract Peculiar Acronyms. The general policy is to avoid the use of acronyms in solicitations, but when such usage is necessary, a legend shall be included in Section C to explain the meaning of acronyms utilized throughout the solicitation.

d. Section D. Evaluation Factors for Award.

(1) The purpose of Section D is to explain the bases and procedures for evaluation of proposals and to stipulate the bases on which an award will be made.

(2) Inclusion of Award Information.

(a) Explicit coverage of award information shall be made

in Section D when it is felt offerors will need such information and the Government's award flexibility will not be compromised. Any award information must be consistent with the provisions of paragraph 10 of Standard Form 33A if included in the solicitation.

(b) The ASPR coverage of Section D in 3-501(b) and indeed its title "Evaluation Factors for Award," might indicate that only evaluation information be included in the section. In practice, solicitation preparers have found a need to supply offerors with award information peculiar to individual procurements and have chosen Section D as a natural location for such coverage.

(c) The following example illustrates this inclusion:

*BASIS FOR AWARD of a contract or contracts as a result of this Request for Proposal will be an integrated assessment of criteria designed to determine which proposal or proposals offer the best prospect for accomplishing the Government's requirements and primary objective. Ultimately, the source selection decision will take into account the contractor's capability to define and develop in the AAH meeting the requirements of this solicitation on a timely and cost effective basis.*

(3) Inclusion of the Relative Order of Importance of Significant Evaluation Factors.

(a) Significant evaluation factors shall be included in Section D with a clear indication of the relative order of their importance.

(b) This statement reflects recent changes to ASPR 3-501(b) and has been subject to varying interpretations. It is possible to interpret the coverage to mean factors will be listed 1, 2, 3, 4, etc., in importance. It should be noted that ASPR has gone beyond requiring factors to be in order of importance by including the word "relative," in the phrase "relative order of importance." It is felt that the proper interpretation of this requirement because of this significant wording is that there will be included in the Section D information as to the importance of factors in relation to each other.

(c) The following example briefly illustrates adherence to this statement:

EVALUATION CRITERIA. *The evaluation will be divided into two major factors: technical/management competence and cost. Technical/management competence will be assigned approximately two-thirds of the total weight; the remaining will be assigned to the cost factors. These factors are in turn divided into subfactors which are listed in their order of importance within each factor.*

(4) Inclusion of Price as a Significant Evaluation Factor.

(a) Price or cost must always be a factor in the evaluation and its relative importance therefore shall be covered in Section D.

(b) There are two problems often noted in the role of price or cost in proposal evaluations. First, the definition of cost has often not been fully defined to include magnitude of dollars. Second, many have felt it implicit that price or cost is an important factor and have not explicitly stated price as a factor. To avoid these problems, among others, price or cost will be explicitly stated as a distinct evaluation factor, apart from cost realism, cost of RFP, or other costs not paid directly to the contractor. This is not to say, however, that price is always of great importance in an evaluation, but that whatever the relative importance of price, it should always be expressed.

(c) The following example depicts the handling of price as a unique factor.

Evaluation of Cost. This element includes the evaluation of the target cost and target fee proposed by the offeror for performing all the requirements of the contemplated contract as set forth in this RFP. The evaluation will include an analysis of all costs proposed and submitted in the offeror's Volume 7, Part 2 on DD Forms 633, together with all supporting cost information and data. The offeror's proposed costs will be evaluated by comparison with the Independent Government Cost Estimate and by appropriate consideration of information



*from the Defense Contract Audit Agency, Government Technical Personnel, and other sources. The offeror's price will then be evaluated in accordance with its comparative advantage to the Government.*

(5) Emphasis on Subfactors of Overriding Importance.

(a) Subfactors of overriding importance shall be emphasized in Section D.

(b) When the relative importance of subfactors is not given, the Comptroller General has ruled the offerors have every right to assume they are of equal weight. Consequently, it is imperative to give information about subfactors of unusual or overriding importance.

(c) The following example shows the emphasis of a subfactor:

Importance of Unit Hardware Cost. *The Government intends to select the tank system(s) with the best balance between technical performance and realistic estimated unit hardware cost at a reasonable and realistic prototype validation acquisition cost. In the cost area, unit hardware cost is considered of such greater importance that the Government may be favorably disposed to a higher validation contract cost where such an award will result in a more economical unit hardware cost.*

(6) Disclosure of the Broad Scheme of Scoring.

(a) The general method of scoring to be employed in an evaluation shall be disclosed in Section D.

(b) Offerors often misunderstand how their proposals are evaluated, particularly when both numerical and qualitative scoring techniques are mixed in an evaluation. Such misunderstandings can be avoided with a brief description of the scoring plan to be employed. Although there is no particular AMC preference relative to the various methods of factor scoring, a broad scheme of scoring is felt to be appropriate for disclosure to the offerors.

(c) The following example is illustrative of this disclosure:

D.3 EVALUATION APPROACH

a. Technical Proposals. All proposals received shall be subject to evaluation by a team of Government personnel. The technical proposals will receive point scores along with a qualitative narrative. These scores and narratives will be used to determine the technical merit rating of the proposal.

b. Past Performance/Management. This factor will receive a rating of acceptable or unacceptable along with a qualitative narrative.

c. Cost Considerations. This factor will receive a rating of acceptable or unacceptable along with a qualitative narrative.

d. Combined Ratings. After the three factors are evaluated and rated, they are combined into an overall rating, and as per D.1 are given consideration along with proposed target cost and target fee for award.

e. Section E. Supplies/Services, and Prices.

(1) The purpose of Section E is to set forth expressly the requirements of the Government which are to be provided by the contractor, along with the corresponding planned pricing arrangement.

(2) Inclusion of the General Objective of a Planned Contract.

(a) The general objective of the contract shall be stated at the outset of Section E.

(b) In past development contracts the "scope of work" (or "statement of work") has usually begun with a comprehensive paragraph intended to establish that the contractor, as an independent contractor and not as an agent of the Government, was to provide all services and materials necessary to achieve a particular objective, including, but not necessarily limited to, the tasks specified in the statement of work. This requirement stems from the fact that in an R&D effort the contractor is normally considered responsible for performing and completing all efforts necessary to achieve a particular objective whether or not the tasks are specifically delineated within the overall scope of work.

(c) Paragraph E.1 of Exhibit 2 illustrates how the general objective of the procurement is spelled out in Section E.

(3) Inclusion of Multiple Objectives of a Planned Contract.

(a) Where more than one main objective is to be encompassed within the planned contractual effort, each objective shall be expressed separately. Options or work for subsequent phases of a program should be considered as separate objectives.

(b) The discrete stipulation of objectives is necessary to permit offerors to relate each objective to the appropriate system phase and work breakdown structure (WBS) level. (The integral relationship between Section E and the WBS is explained in paragraph (4) below.)

(c) For example: one objective may be "design, development, fabrication, assembly, and test of 'n' number of engineering development (ED) prototype models of System XYZ." This objective stated at the ED phase system level should be broken down into a full set of CLINs and sublines reflecting the second, third, and in some cases the fourth indenture levels of the required work. Another objective may be to conduct a Producibility Engineering Planning (PEP) effort, and this objective should be treated as the former; it should be stated in general and then elaborated upon by breaking the work down into a full set of CLINs and sublines reflecting the second, third, and if necessary the fourth indenture level of the work for the PEP effort.

(4) Expression of Specific Statements of Work in Terms of Work Breakdown Structure Elements.

(a) Brief statements of the work to be performed by the contractor shall be expressed in terms of the natural work breakdown structure elements in general accordance with the order, form and terminology that is standardized by MIL-STD-881.

(b) Work Breakdown in Section E.

1 In a solicitation all work should be broken down into its natural elements of requirements for primary hardware (or services), secondary hardware (or services), testing, training, and so on. The manner by which work can be broken down has already been essentially standardized throughout DOD along the lines of work breakdown structures (WBS) as defined in MIL-STD-881. In the past work has often been expressed as "total package" or whole program. Under current procurement policies and material acquisition guidelines (DODD 5000.1 et al), the work will be broken down and often limited to some phase element of the total work ultimately planned for a program. The WBS of MIL-STD-881 should be the guide for structuring work breakdown for expression in Section E.

2 Numerous benefits accrue by stating Section E work requirements in consonance with the WBS, not the least of which is a markedly increased clarity of understanding as to what is being purchased. Another benefit is the ability to describe the work in Sections F, G, H, and I in almost direct correlation with the statements of Section E. For example: a particular element of work, such as "training," can be stated

in Section E and described in Section F, the method of packaging (if applicable) can be listed in Section G, the planned delivery or performance schedule can be set forth in Section H, and the method or means for Government inspection of the training can be cited in Section I. In this way the entire "statement of work" for the set of tasks necessary to provide "training" can be depicted within the UCF in a manner that is directly relatable among the sections. Similarly, each of the other required elements of the work can be stated and described within Sections E, F, G, H, and I of the RFP. Another benefit of stating work requirements in consonance with the WBS is an ability to attain offeror cost estimates for each of the elements of work for comparison with Government cost estimates and competing offerors' estimates for the same elements. Yet another benefit, subsequent to award the selected contractor's cost estimates broken down by work element can serve as cost baselines for performance measurements.

(c) Exhibit 2 presents an example of the work breakdown in terms of the natural and relevant work elements, reflected as levels 2, 3, or 4 of the specific WBS for a system, subsystem or major component.

(5) Limitation to Third Indenture Level.

(a) Statements of requirements shall normally be limited to the third indenture level of the WBS, but may be stated at the fourth or lower indenture level as necessitated by the circumstances.

(b) As a general rule, statements of contractual requirements in Section E should be limited to the third level of indenture of the WBS. But this generalization is based on the premise that a third-level structure will be sufficient to depict the Government's requirements, to provide a basis for cost estimation, and to constitute an appropriate level for cost accumulation reporting and other performance measurement monitoring. In some cases, breakdowns in Section E to the fourth or lower level of indenture may be necessary. For example, in several major system procurements, the planned reliability, maintainability, or similar programs are considered to be essential elements of the Government's requirements. Yet these elements are fourth level indentures to the WBS in the framework of MIL-STD-881. Therefore, notwithstanding the precise numerical level of indenture of a particular aspect of work, a brief statement of the requirement should be cited in Section E when it is deemed necessary to establish that the aspect of work is to be performed by the contractor.

(6) Adherence to the Contract Line Item and Subline Item Procedures of ASPR Section XX.

(a) The contract line item (CLIN), subline item, and exhibit line item (ELIN) procedures described in the ASPR Section XX, Part 3, shall be generally applicable to RFP's for development contracts and other service contracts as well as to supply contracts. To the extent that required work elements are separable for the purposes of pricing or cost estimation, description of work, and delivery or

performance of the work, the elements shall be stated as contract line items, subline items, or exhibit line items. For this purpose, a contract line item is defined as an element or an aggregation of elements of the WBS.

(b) While numerical and alpha suffix coding techniques of ASPR Section XX, Part 3, do not directly address the subject of incorporating WBS levels of indenture in Section E, they can be effectively applied for this purpose. They are fully compatible with the WBS concept conveyed in MIL-STD-881. This WBS/CLIN relationship provides the means for expressing in RFP's the vital relationship between the contract line item requirements and the breakout of work. A narrative example of the mechanics of numbering indenture levels follows: System Project Management is a second level WBS element which, according to the MIL-STD-881, encompasses two third level elements -- System Engineering and Supporting Project Management--each of which also encompasses several fourth level WBS elements including reliability and configuration management, respectively. In this example, System Project Management should be a CLIN--such as "0006," System Engineering should be a summary of the sublines with an alpha suffix--such as "6A," and the requirement for a reliability program should be expressed as a subline--such as "6AA." Similarly, supporting project management would be a summary of several sublines with only one alpha suffix--such as "6B" with the requirement for configuration management expressed as a



subline with the double alpha suffix--such as "68A."

(c) Exhibit 2 depicts how CLIN's and sublines are broken out.

(7) Usage of CLINs to Reflect Lower WBS Levels.

(a) CLINs, sublines and ELINs (if necessary) shall be stated to expressly reflect requirements for at least those applicable elements of the Work Breakdown Structure (WBS) at the second, third, and if deemed appropriate, the fourth and lower WBS levels which are relevant to the material life cycle phase for which the subject contract is intended.

(b) The CLINs, and sublines (and ELINs) can parallel the WBS outline with the letters and number arrangement of ASPk section XX e.g., 0001 (WBS 2); 0001A (WBS 3), and 0001AB, (WBS 4). However, the Army program for automating logistics data the ALPHA program, does not allow more than two alpha characters past the CLIN number. Consequently, if a WBS level would go past this limit (e.g., 006AB), one would have to take the next two-alpha subline (006AC) and explain what WBS level the subline represented.

(8) Inclusion of Contract Line Items for Options.

(a) A contract line item shall be stated for each option that may become a requirement under the contract.

(b) Options tend to have the same general characteristics as any other, more definitive, requirements. An option is a potential

requirement of the Government for which a pricing arrangement must be established. The work must be described or otherwise specified. A particular delivery schedule or performance period is applicable, and some manner of inspection and acceptance must take place. Accordingly, these details must be set forth in their proper sectional location within the RFP. In addition, the incorporation of options into a contract requires setting forth special provisions to establish the conditions under which the options may be exercised. Though such special provisions governing the exercise of options must be delineated in Section J, it is also necessary that the options themselves be spelled out as line items in Section E.

(c) The use of CLINs for options is illustrated in Exhibit 2 (items 0006 and 0007).

(9) Location of Award Fee Provisions.

(a) Award fee provisions as a portion of the total pricing arrangement shall be expressed in Section E.

(b) Under current policy emphases, several contracts have emphasized "design to unit production cost" provisions to an extent that almost overshadows other goals; these emphasis may also lend to subjective assessment by the Government for the award of special fees. Accordingly, award fee provisions have normally been placed in Section J adjacent to, or even combined with, the design to unit production cost provisions and omitted from Section E. But, since award fees do

comprise a portion of the total pricing arrangement, award fee provisions should be set forth in Section E, at least by reference to Section J. If the award fee plan is inconveniently long for expression in Section E, it may be incorporated by reference in Section E to an attachment in Section M.

(c) Exhibit 2 illustrates the tie-in of the award fee provision by reference (paragraph E.1, last line).

f. Section F. Description/Specifications.

(1) The purpose of Section F is to describe the technical requirements of the Government, as stated in Section E.

(2) Expression of Descriptions or References to Other Specifications in a Manner which Relate Directly to the CLIN/Subline Structure of Section E.

(a) A specific description of the work, or reference to another specification which will provide the description, shall be set forth in Section F for each relevant contract line item or subline item stated as a requirement in Section E. The descriptions or references to other specifications shall be arranged in the same order as the CLIN/subline structure of Section E.

(b) The UCF requirement that Sections E and F both cover descriptions of the contract technical requirements for supplies and services, albeit for different purposes and to different degrees, demands that the two sections be structured alike. Achievement of "traceability"

is essential to the promotion of uniformity, clarity of understanding, and brevity. To attain the necessary compatibility between Sections E and F demands discipline attention to WBS/CLINs concept as well as to the respective purposes of the two sections. A significant portion of the descriptions of the work may be most naturally delineated in the system specification and/or other development specifications. However, where the relevant detailed descriptions of the tasks to be performed can practicably be articulated in Section F without violation of the integrity of the basic specification documents, the relevant descriptions should be set forth in Section F as a matter of general policy.

(c) Exhibit 3 shows the work being described in terms of CLINs in Section F. (The original solicitation has been altered for illustration purposes.)

(3) Location of Work Descriptions for Options.

(a) When one or more Section E contract line items are stated for options, the corollary descriptions of the work to be performed in the options shall be in Section F, or a reference shall be provided to a specification which contains the description.

(b) It is essential that a full description of the substance of any options identified in Section E be contained in Section F. This necessity is often overlooked because of the optional nature of this requirement.

(c) Exhibit 3 shows two options (0015 and 0016) being described in Section F.

(4) Exclusion of Non-modified Standard Data Item Descriptions.

(a) Standardized Data Item Descriptions, DD Form 1664, which are listed in the DOD Authorized Data List (TD-3), but which are modified, shall be stated directly in Section F as modified. However, DID's which are not modified should be incorporated by reference only.

(b) Analogous to the incorporation of general provisions by reference to the ASPR, referencing of Data Item Descriptions can be a very useful method of reducing RFP size. In many RFP's the number of pages reduced is substantial--perhaps 50 to 75 pages. While in consonance with the goal of brevity, the technique of incorporating DID's by reference has the disadvantage of creating some degree of confusion or lack of clarity. When incorporating DID's by reference, it is necessary to refer to at least two places to obtain a full description of particular requirements. However, it is felt that offerors and other readers will have as ready access to an Authorized Data List as they would to the ASPR General Provisions which are already referenced in AMC solicitations. Therefore, as a trade-off between clarity and brevity, the benefits of page volume reduction are considered to outweigh any loss of clarity of understanding by incorporation by reference of non-modified standard DID's.

g. Section G. Preservation/Packaging/Packing. The description of Section G in ASPR is deemed to be sufficient, with no need for further guidance.

h. Section H. Delivery or Performance.

(1) The purpose of Section H is to set forth the scheduled dates or periods of time during which the contractor is to provide delivery or complete performance of the required supplies and services.

(2) Expression of Delivery or Performance Schedules in a Manner Which Directly Relates to the CLIN/Subline Structure of Section E.

(a) Specific delivery or performance schedules, or references to specifications containing such schedules, shall be set forth in Section H for each relevant contract line item or subline item stated as a requirement in Section E. The order and arrangement of the schedules, or references to other specifications, shall directly relate to the CLIN/subline structure of Section E. Where CLIN/subline schedules tend to naturally merge into one or a few schedules, the interrelationships of the various schedules shall be clearly and briefly described.

(b) Each contract line item and subline item, structured in accordance with the natural WBS elements, may have a separate delivery or performance schedule. A particular schedule may be subject to further development by the contractor, and in that sense may be tentative, or a schedule may be very rigid or relatively rigid as a contractual requirement. Furthermore, one schedule may be contingent upon another. Whatever the nature of the schedules, they should be expressed in an understandable manner and a reader should be able to relate the schedules to the stated requirements of Section E.

(c) Exhibit 4 shows delivery and performance requirements matched to CLINs and sublines.

(3) Location of Option Schedules.

(a) When one or more Section E contract line items are stated for options, the corollary delivery or performance schedules shall be set forth in Section H, or a reference shall be provided to a specification which contains the schedule.

(b) Exhibit 4 illustrates the stipulation of option schedules (CLIN's 0006 and 0007).

i. Section I. Inspection and Acceptance.

(1) The purpose of Section I is to set forth the inspection and acceptance provisions applicable to separate contract line items or subline items stipulated in Section E.

(2) Expression of Inspection/Acceptance Provisions in a Manner Which Directly Relates to the CLIN/Subline Structure of Section E.

(a) Where applicable, inspection and acceptance provisions shall be set forth in Section I in a manner which directly relates to the CLIN/Subline structure of Section E.

(b) Inspection/acceptance provisions applicable to some CLINs and subline items may merge with the provisions applicable to the overall contract objective(s). Others may apply particularly to a CLIN or subline item. Whichever the pattern of applicability, the reader should be able to discern the correspondence of the provisions to the separate WBS elements and the other stated requirements of Section E.

(c) The following is an example of inspection/acceptance requirements being related to CLIN's.

SECTION I

Inspection and Acceptance

*I.1 Final inspection and acceptance of CLIN's 0001 thru 0005, except for those units listed in subsections J.15 thru J.17, will be made by the Contracting Officer's Representative at the contractor's plant.*

*I.2 Final inspection and acceptance of CLIN 0006 and of those items listed in subsections J.15 thru J.17 will be made at Fort Monmouth, New Jersey.*

*I.3 Final inspection and acceptance of all other items will be made at destination.*

*I.4 Final acceptance of the units of CLIN's 0001 thru 0005 shall be based on contractor conducted qualification tests and reports thereof and Government conducted field tests.*

j. Section J. Other Special Provisions.

(1) The purpose of Section J is to set forth other special provisions which are peculiar to the proposed contract and are not more appropriately set forth in other sections of the RFP. Unfortunately, under this broad definition Section J can take the appearance of a "dumping ground." There are some characteristics the RFP preparer can look for in Section J provisions:



(a) Section J provisions pertain to the procurement or program in the aggregate and not to individual CLIN's or items, for example, Cost/Schedule Control System Criteria Provisions.

(b) Section J provisions are normally intended to become part of the resultant contract, as opposed to Section C provisions, which are intended for the solicitation only, for example, the C/SCSC provision of Section J vs the C/SCSC notice provision [ASPR 3-501(b) Section C (xiv)] of Section C.

(c) Section J provisions are used to identify problems and establish conditions for their solution, for example, the provision covering "Avoidance of Potential Organizational Conflict of Interest Provisions."

(2) Inclusion of Selected Types of Special Provisions. The following types of special provisions, which tend to be frequently applicable to RFP's, shall be set forth in Section J: option conditions, Design to Unit Production Cost requirements, incremental funding plans, allocations of system responsibilities, provisions C/SCSC provisions, use of Government property provisions, and relationship to overall program provisions.

k. Section K. Contract Administration Data. The description of Section K in ASPR 3-501(b) is deemed to be sufficient, with no need for further guidance.

l. Section L. General Provisions. The description of Section L in ASPR 3-501(b) is deemed to be sufficient, with no need for further guidance.

m. Section M. List of Documents, Exhibits, and Other Attachments.

(1) The purpose of Section M is twofold: (i) to list all of the documents which make up the RFP package; and (ii) to identify attachments such as exhibits, schedules, specifications and other additions which are too lengthy to be conveniently written into the proper UCF section. Interpretations of the function to be performed by Section M of the UCF have varied considerably. In some cases it has been perceived as a table of contents; in other cases it has been perceived as a potential repository for miscellaneous information; in others it has been perceived as a listing of all provisions referenced within all sections of the entire RFP; and in still other cases it has been perceived as a list of only those attachments considered too lengthy for inclusion in the proper sections of the RFP.

(2) Some documents are so commonly included as attachments that their location should be standardized. When applicable, the following shall be listed in Section M: Security Requirements List (DD Form 254) classified documents, the Management System Summary List (DD Form 1660), and the Contract Data Requirements List (DD Form 1423).

(3) Exhibit 5 shows Section M listing all documents of the RFP package.

## EXHIBIT 1

<b>INFORMATION TO OFFERORS</b>		
ISSUING OFFICE (Complete mailing address including Zip Code) <b>US Army Tank-Automotive Command</b> <b>Procurement and Production Directorate (AMSTA-IMRD)</b> <b>38111 Van Dyke Avenue</b> <b>Warren, Michigan 48090</b>		
ITEM(S) TO BE ACQUIRED (Brief description) <b>Prototype Validation of Tank, Combat, XMX for competition evaluation</b>		
THIS PROCUREMENT IS:		
<input type="checkbox"/>	UNRESTRICTED	
<input type="checkbox"/>	SET-ASIDE. (THIS IS A SET-ASIDE FOR <input type="checkbox"/> SMALL BUSINESS OR <input type="checkbox"/> VETERAN SURPLUS AREA CONCERNS.) (SEE SECTION C OF THE TABLE OF CONTENTS IN THIS SOLICITATION FOR DETAILS OF THE SET-ASIDE.)	
<input checked="" type="checkbox"/>	OTHERWISE RESTRICTED TO Firms having security clearance of Secret and which have submitted a deposit of <b>\$5,000.00</b>	
<p>NOTE THE AFFIRMATIVE ACTION REQUIREMENT OF THE EQUAL OPPORTUNITY CLAUSE WHICH MAY APPLY TO THE CONTRACT RESULTING FROM THIS SOLICITATION.</p> <p>NOTE THE CERTIFICATION OF NONSEGREGATED FACILITIES IN THIS SOLICITATION. Bidders, offerors and applicants are cautioned to note the "Certification of Non-Segregated Facilities" in the solicitation. Failure of a bidder or offeror to agree to the certification will render his bid or offer unresponsive to the terms of solicitations involving awards of contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause.</p> <p>OFFEROR "FILL-INS". Offeror "fill-ins" are provided on the face and reverse of Standard Form 28 or other solicitation document and Section 8 of Table of Contents in this solicitation and should be examined for applicability.</p> <p>CAUTION - LATE OFFER. See the paragraph of this solicitation entitled "Late Offers and Modifications or Withdrawals" (Paragraph 8 of Standard Form 33A).</p> <p>OFFERS. The envelope used in submitting your offer must be plainly marked with the Solicitation Number, as shown above, and the time, zone and date set forth in the solicitation document (Block 9 of Standard Form 33).</p> <p>NO OFFER. If NO OFFER is to be submitted, detach this sheet from the solicitation, complete the information requested on reverse, fold, staple, affix postage, and mail. NO ENVELOPE IS NECESSARY.</p> <p>NOTE - Offers must set forth full, accurate, and complete information as required by this solicitation (including attachments). The penalty for making false statements is prescribed in 18 U.S.C. 1001.</p>		
FOR INFORMATION ON THIS PROCUREMENT WRITE OR CALL (Not applicable if Standard Form 33 is attached)		
ADDITIONAL INFORMATION: The offeror's attention is directed to the requirement that the XMX Tank System be designed to a unit cost (See Sections F.1.1 and J.1.1.  For an executive summary of this procurement see the attached pages of Section A.		
<b>BEST AVAILABLE COPY</b>		
NAME AND ADDRESS		TELEPHONE (Area Code, No. & Ext.)  NO COLLECT CALLS

## EXECUTIVE SUMMARY<sup>1</sup>

### A.1. Description of the XMX Tank

A.1.1. The XMX Tank System is to be a full-tracked armored vehicle which is to be used as an assault weapon. It will provide increased performance over tanks currently in the Army inventory in the areas of night fighting capability, survivability, strategic deployment, high tactical mobility, fire-on-the-move capability and high hit probability at long ranges. The tank system is to provide for increased reliability, availability, maintainability and durability. The tank must be capable of being easily operated including both driving and firing without extensive personnel training.

A.1.2. System Development will stress the use of components which are considered moderate risk items for development and integration to existing components. Moderate risk items are defined as off-the-shelf improvements or developments items which are in hardware, have no major problems deemed incapable of timely resolution and on which some degree of test information is available.

A.1.3. The program summary is shown on Page E1-3.

A.2 Plan for Procurement. . .

A.3 Essential Procurement Elements. . .

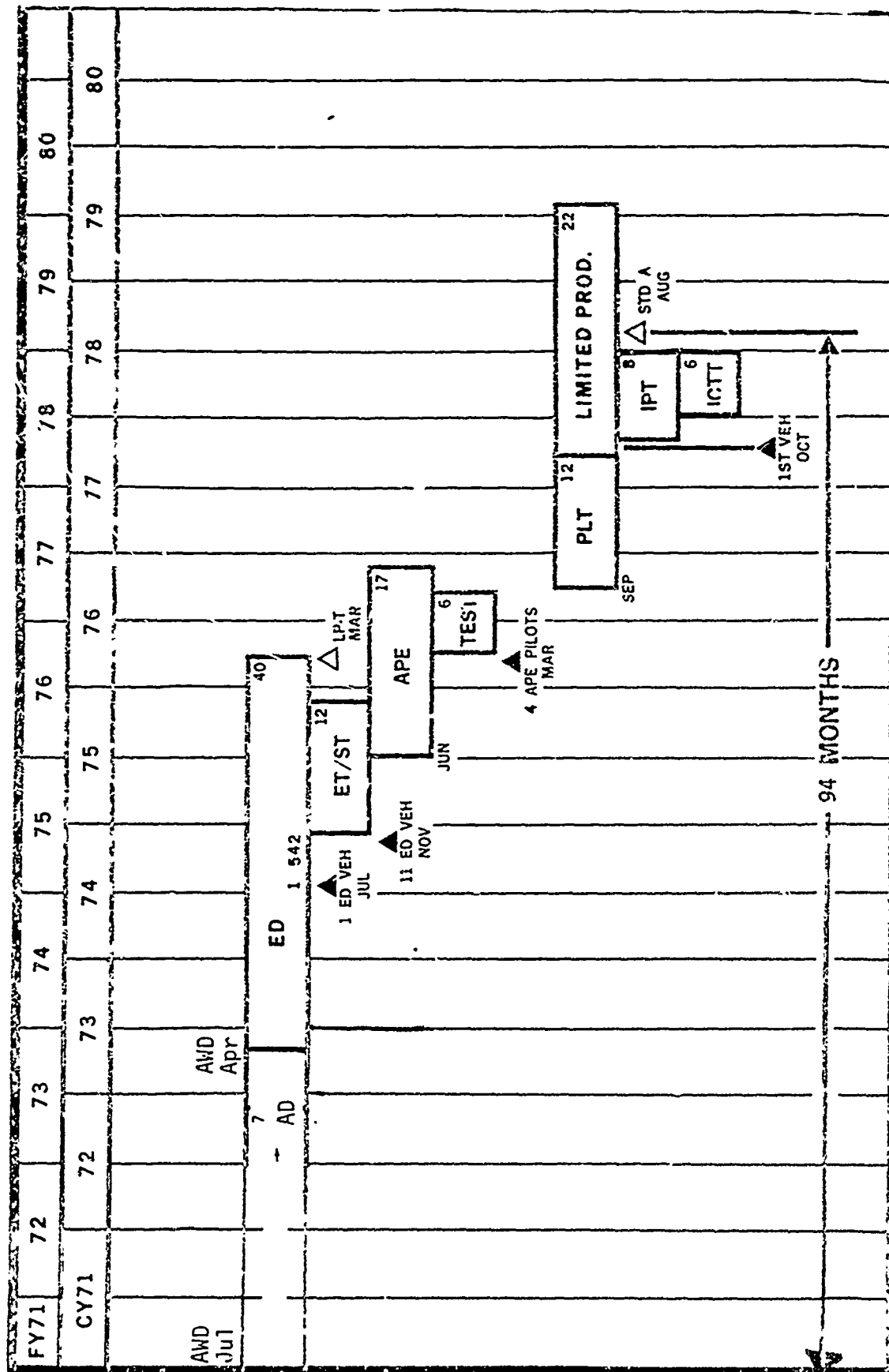
A.4 Government Data. . .

A.5 Preproposal conference. . .

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<sup>1</sup>This example illustrates the points of paragraph 4a of Part Three and is not intended to be a rigid format requirement.

# SIMULATED PROGRAM SCHEDULE



# EXHIBIT 2

<p>CONTINUATION SHEET</p>	<p>PAGE 13 OF 37</p>												
<p>NAME OF OFFEROR OR CONTRACTOR</p>													
<p><b>SECTION E. SUPPLIES, SERVICES AND PRICES</b></p> <p><b>E.1 SUPPLIES AND SERVICES TO BE FURNISHED.</b> The Contractor, as an independent contractor and not as an agent or employee of the Government shall furnish, deliver, perform all tasks and make available to Government at the time and in the manner stated in this contract and any modifications thereto, all work services, supplies, data, facilities and management necessary to design, develop, fabricate, test, demonstrate and support the Advanced Attack Helicopter Aircraft System as defined in this contract, including all work supplies and services incidental thereto. This is a cost plus incentive fee contract which provides for payment to the Contractor of allowable costs incurred in the performance of the contract with provision for a fee which is adjusted by formula in accordance with the relationship which total allowable cost bears to target cost. This contract also has an award fee provision. See J 17.</p> <p>To establish the basis for an incentive fee adjustment a target cost, target fee, minimum and maximum fee and fee adjustment formula for items 0001 through 0005 are as follows: (These figures do not include performance under the option items.)</p> <ol style="list-style-type: none"> <li>a. The target cost of this contract as contemplated by General Provision L.52 entitled "Allowable Cost, Incentive Fee, and Payment" is:</li> <li>b. The target fee for this contract as contemplated by General Provision L.52 entitled "Allowable Cost, Incentive Fee, and Payment" is:</li> <li>c. The minimum fee for this contract as contemplated by General Provision L.52 entitled "Allowable Cost, Incentive Fee, and Payment" is:</li> <li>d. The maximum fee for this contract as contemplated by General Provision L.52 entitled "Allowable Cost, Incentive Fee, and Payment" is:</li> <li>e. Fee adjustment formula for this contract as contemplated by General Provision L.52 entitled "Allowable Cost, Incentive Fee, and Payment" is: _____ % / _____ %.</li> </ol> <p style="text-align: center; margin-left: 150px;">Gov't      Contr</p> <p>The following item cost estimates for items 0001 through 0005 are target costs and are for information only. Subitem costs are included in item cost estimates. The target costs, fee and fee adjustment formula for the option items are shown with the option item. The cost for Items 0006 and 0007 are in addition to the cost of Items 0001 through 0005.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">ITEM NO.</th> <th style="width: 55%;">SUPPLIES/SERVICES</th> <th style="width: 10%;">QTY</th> <th style="width: 20%;">EST TARGET COST</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>Advanced Attack Helicopter, consisting of the following two subitems.</td> <td></td> <td>\$ _____</td> </tr> <tr> <td>0001AA</td> <td>Helicopter, Prototypes, AAH Model to be designed, developed 2 ea (\$ _____) and manufactured in accordance with the Contractor's Prime Item Development Specification No. _____, dated _____ except for those configuration changes authorized in Paragraph J.14. Work, and services incidental to this contract are included here if not chargeable to another line item.</td> <td></td> <td></td> </tr> </tbody> </table> <p style="margin-top: 20px;">This example illustrates the points of paragraph 4e of part three and is not intended to be a rigid format requirement.</p>		ITEM NO.	SUPPLIES/SERVICES	QTY	EST TARGET COST	0001	Advanced Attack Helicopter, consisting of the following two subitems.		\$ _____	0001AA	Helicopter, Prototypes, AAH Model to be designed, developed 2 ea (\$ _____) and manufactured in accordance with the Contractor's Prime Item Development Specification No. _____, dated _____ except for those configuration changes authorized in Paragraph J.14. Work, and services incidental to this contract are included here if not chargeable to another line item.		
ITEM NO.	SUPPLIES/SERVICES	QTY	EST TARGET COST										
0001	Advanced Attack Helicopter, consisting of the following two subitems.		\$ _____										
0001AA	Helicopter, Prototypes, AAH Model to be designed, developed 2 ea (\$ _____) and manufactured in accordance with the Contractor's Prime Item Development Specification No. _____, dated _____ except for those configuration changes authorized in Paragraph J.14. Work, and services incidental to this contract are included here if not chargeable to another line item.												

CONTINUATION SHEET

PAGE 14 OF 37

NAME OF OFFEROR OR CONTRACTOR

SECTION E. SUPPLIES, SERVICES AND PRICES (Cont'd)

ITEM NO	SUPPLIES/SERVICES	QTY	EST TARGET COST
0001AB	Ground Test Vehicle (GTV) to be designed, developed and manufactured in accordance with the Contractor's Specification No. _____ * dated _____ *.	1 ea	(\$ _____)
0002	System Test and Evaluation in accordance with the Contractor's Airworthiness Qualification Specification No. _____ * dated _____ *.	as de-	\$ _____)
0003	Data shall be prepared and furnished in accordance with the requirements of this contract and the Contract Data Requirement List, Exhibit A hereto	scribed in the Scope of work	See DD \$ _____ Forms 1423
0004	System Project Management shall be in accordance with the Contractor System Project Management Statement of Work No. _____ * dated _____ * excluding Integrated Logistics Support portion.	N/A	\$ _____
0005	Logistics Support shall consist of all logistic support required to support the engineering development and demonstration of the AAHS as described by the Integrated Support Plan No. _____ * dated _____ *.	All Required	\$ _____

This is the option item described by Paragraph J15a.

0006 Option a. In accordance with General Provision L.52 titled "Allowable Cost, Incentive Fee and Payment", the target cost and fee for line item 0006 are set forth below. Paragraph J15a delineates the rights and responsibilities of the Government and the Contractor concerning this option. These costs are in addition to those listed in Paragraph E.1.

Target Cost	\$ _____
Target Fee (_____%)	\$ _____
Maximum Fee (_____%)	\$ _____
Minimum Fee (_____%)	\$ _____
Sharing Arrangement (See Paragraph E.1e).	

## CONTINUATION SHEET

PAGE 15 37

NAME OF OFFEROR OR CONTRACTOR

## SECTION E. SUPPLIES, SERVICES AND PRICES (Cont'd)

ITEM NO.	SUPPLIES/SERVICES	QTY	EST	TARGET COST
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The following subitem cost for items 0006AA through 0006AE are for information only.

0006AA	Manufacture three (3) additional AAH prototype aircraft and conduct systems integration program as described in Special Provisions J.14 in accordance with the Contractor Prime Item Development Specification No. _____* dated _____* and other requirements of this contract.	3 ea	\$	_____
0006AB	System Test and Evaluation in accordance with the contractor's alternative Airworthiness Qualification Specification No. _____* dated _____*.	See	\$	_____
		Statement		_____
		of Work		_____
0006AC	Data shall be prepared and furnished as required by this contract and the CDRL, Exhibit A.	All	\$	_____
		Required		_____
0006AD	System Project Management shall be in accordance with the Contractor's System Project Management Statement of Work No. _____* dated _____*, excluding Integrated Logistic Support.	All	\$	_____
		Required		_____
0006AE	Logistic Support shall consist of all logistic support required to support engineering development and demonstration of the AAHS as described by the Integrated Support Plan No. _____* dated _____*.	All	\$	_____
		Required		_____

This is the option item described by Paragraph J15b.

0007	Option b (Maturity Option). In accordance with General Provision L.52 titled "Allowable Cost, Incentive Fee and Payment", the target cost and fee for line item 0007 are set forth below. Paragraph J15b delineates the rights and responsibilities of the Government and the Contractor concerning this option. These costs are in addition to those listed in Paragraph E.1.	\$	_____
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Target Cost	\$	_____
Target Fee (_____%)	\$	_____
Maximum Fee (_____%)	\$	_____
Minimum Fee (_____%)	\$	_____
Sharing Arrangement (See Paragraph E.1e)	\$	_____



## CONTINUATION SHEET

PAGE 16 OF 37

NAME OF OFFEROR OR CONTRACTOR

## SECTION E. SUPPLIES, SERVICES AND PRICES (Cont'd)

ITEM NO.	SUPPLIES/SERVICES	QTY	EST	TARGET COST
----------	-------------------	-----	-----	-------------

The following subitem cost for items 0007AA through 0007AE are for information only.

0007AA	Manufacture three (3) additional AAH Prototype Helicopters, implement and conduct systems integration program as described in Special Provision J14, continue to conduct aircraft development, qualification testing, design refinements and correct deficiencies for an estimated 30 months in accordance with the Offeror's Prime Item Development Specification No. _____*, dated _____*, and other requirements of this contract.	3 ea	\$	_____
0007AB	System Test and Evaluation, in accordance with Appendix I to the Contractor's Airworthiness Qualification Specification No. _____* dated _____*.		\$	_____
0007AC	Data shall be prepared and furnished in accordance with the requirements of this contract and the Contract Data Requirements List, Exhibit A.		\$	_____
0007AD	System Project Management shall be in accordance with the Contractor's System Project Management Statement of Work No. _____* dated _____*, Appendix I, (excluding Integrated Logistic Support portion.		\$	_____
0007AE	Logistic Support shall consist of all logistic support required to support the continued effort under the option as described by the Integrated Support Plan No. _____* dated _____*, Appendix I.		\$	_____

## EXHIBIT 3<sup>1</sup>

### SECTION F. DESCRIPTION OR SPECIFICATIONS

The contractor shall perform the tasks set forth in Section E and described below for each particular contract line item number (CLIN), with particular emphasis on achievement of Reliability and Maintainability goals as well as early accomplishment of component and subsystem design and test.

#### 0001 Project Management (Phase B)

The contractor shall plan, organize, direct, coordinate, control, and approve actions that are required to meet ECD Phase B contract requirements.

0001AA Program Management. He shall plan, direct and coordinate all contract ECD Phase B effort. Program management planning tasks shall include, as a minimum, generation of an Organization Plan for APE/LP (See DD Form 1423 Data Item DI-A-RSV-2) and performance of those management functions necessary for assuring preparation of the plans to be contained in his Proposal C for the APE/LP procurement phase of the ARSV program. (See Column 5 of Figure C2-1, Volume One, SUBSECTION C2, for the Proposal C outline). This proposal shall include management, technical, Integrated Logistics Support (ILS, and cost sections. Proposal C shall be delivered four months after start of ECD Phase C and shall include:

(i) All the plans and schedules which related to the Advance Production Engineering, Engineering Support to Production, and Limited Production phases of the ARSV system.

(ii) A life-cycle cost (LCC) estimate based on DD Form 1423 Data Item DI-F-RSV-2. (See also Volume Four, Part V.)

(iii) An incentive plan for the APE/LP phase of the program in accordance with the Incentive Rationale, Attachment \_\_\_\_\_ (See Volume Five, Part X.)

0001AB Project Control. He shall provide those services for planning, monitoring, and controlling his technical cost and schedule performance throughout ECD Phase B.

[Three pages of the solicitation omitted for illustration purposes.]

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<sup>1</sup>This example illustrates the points of paragraph 4f of Part Three and is not intended to be a rigid format requirement.

0013AC Management Data. Same as subCLIN 0006AC.

0013AD Data Depository. Same as subCLIN 0006AD.

0014 Facilities (Phase C)

The contractor shall provide a facilities plan for the APE/LP phase of the program as part of his Proposal C. He shall notify the Contracting Officer of any requirements, during Phase C, for use of existing military facilities.

0015 ECD Phase C - Standby (Optional)

Upon Government unilateral exercise of option, the contractor shall provide in one month increments the following effort for ECD Phase C - Standby (12 months maximum).

(i) He shall direct, monitor, and coordinate all his activities during the standby period.

(ii) He shall retain a sufficient number of engineering and management personnel during ECD Phase C - Standby to be able to commence APE/LP contract performance within thirty days of notification of contract award.

(iii) He shall provide all support data and clarification required by the Government relating to Proposal C.

0016 Weapon Station Study (Optional)

The contractor shall, upon unilateral exercise of this option by the Government, investigate the effect of using the Vehicle Rapid Fire Weapon System - Successor (VRFWS-S) as the primary weapon system to replace the M139 weapon system being used on an interim basis. VRFWS-S drawings adequate to accomplish the investigation will be furnished to the contractor by the Government at the time the option is exercised. The contractor shall analyze, as a minimum, effects on design of the weapon station as developed for the M139, the amount of redesign which may be required, and changes which may be required in the drawings developed to accomplish the study will be specified.

## CONTINUATION SHEET

PAGE 17 OF 37

NAME OF OFFEROR OR CONTRACTOR

SECTION H. DELIVERY OR PERFORMANCEH.1 DELIVERY OR PERFORMANCE

CLIN0001. HELICOPTER PROTOTYPES AND GROUND TEST VEHICLE are to be presented to the Government for acceptance during the 29th month after contract award.

CLIN0002. SYSTEM TEST AND EVALUATION shall be performed in general accordance with the time phased, milestone accomplishment schedule in Airworthiness Qualification Specification.

CLIN0003. DATA is to be delivered in accordance with the schedule contained in Exhibit A.

CLIN0004. SYSTEM PROJECT MANAGEMENT shall be accomplished in general accordance with the milestone accomplishment schedules contained in the plan.

CLIN0005. (Including the respective sub-items) LOGISTIC SUPPORT. Schedules and performance of these line items shall be in general accordance with the schedules contained in the Integrated Support Plan (ISP).

CLIN0006. OPTION a. All items are to be delivered and accomplished in general accordance with the chart entitled "AAH Option a Program" in paragraph H.4.

CLIN0007. OPTION b. (MATURITY OPTION). All sub-items included in this item are to be delivered and accomplished in general accordance with the chart entitled "AAH Option b Program" in paragraph H.4.

H.2 REQUIRED DELIVERY OR PERFORMANCE. The Government requires the Contractor to propose on the performance schedules in H.4 for the basic proposal. Other proposed schedules will be considered. Required contract milestones will be established during negotiations. Current UTAS Contractors are encouraged to propose schedules which will be compatible with these contracts. In the event UTAS competitors are selected for this proposed procurement, the government reserves the right to make AAH schedule adjustments.

H.3 FOB POINT.

a. DATA. The FOB point for data required by the contract shall be at destination specified in the DD form 1423.

b. HARDWARE. The FOB point for all deliverables other than data shall be at origin.

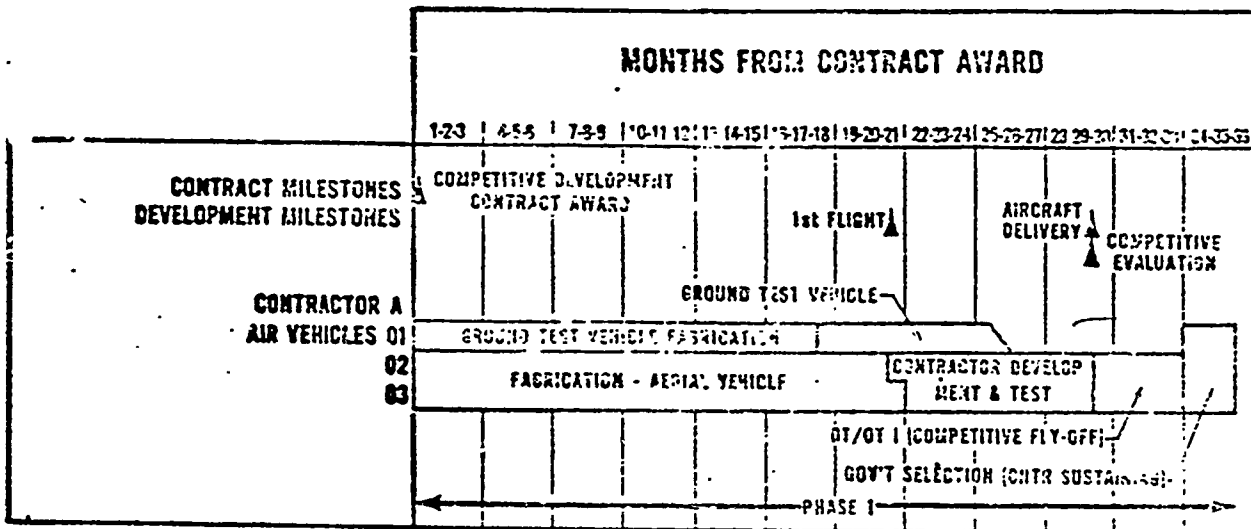
H.4 PERFORMANCE SCHEDULES. A general time phase chart of the schedule for the basic program and each of the options follow:

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best available copy.

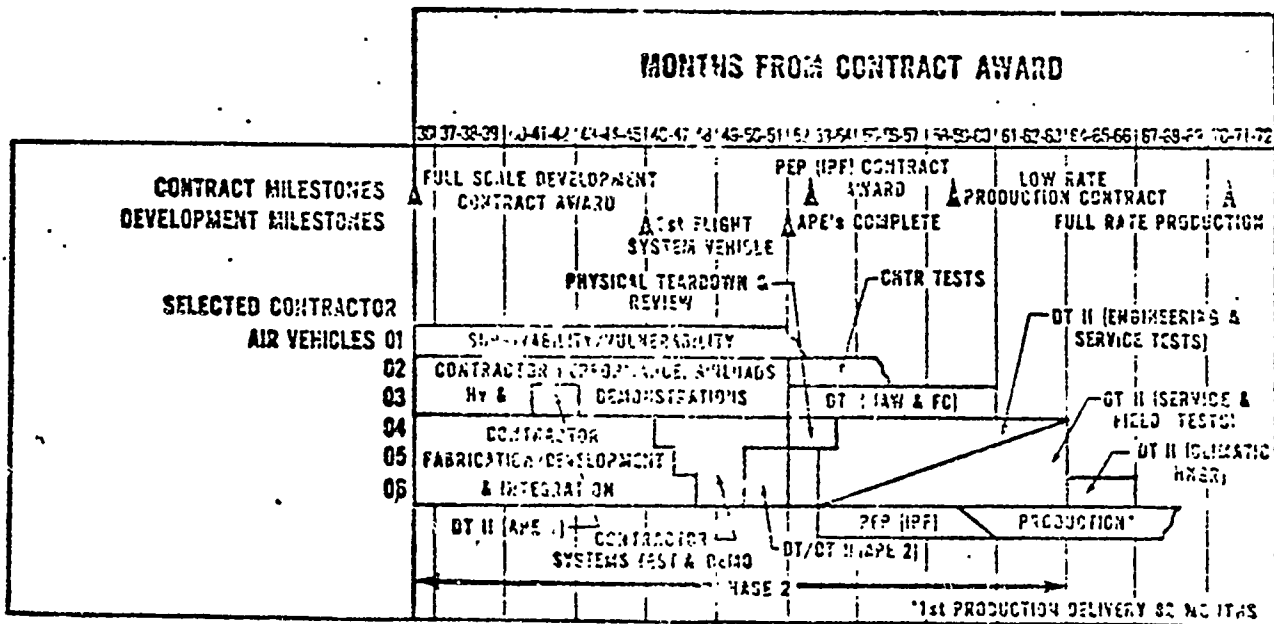


<sup>1</sup> This example illustrates the points of paragraph 4h of Part Three and is not intended to be a rigid format requirement.

## AAH BASIC PROGRAM



## AAH OPTION b PROGRAM



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best available copy.

## CONTINUATION SHEET

OFFEROR OR CONTRACTOR

## SECTION M

LIST OF DOCUMENTS AND ATTACHMENTS

DD Form 1707 - Information to Offerors	1 Jun 69	2 Pages
Standard Form 33 - Solicitation, Offer and Award	Nov 1969	1 Page
Continuation Sheets, Sections B through M		58 Pages
Exhibit A - Contract Data Requirements List, consisting of DD Forms 1423, DD Forms 1664 and continuation sheets	Dated 20 Dec 1971	227 Pages
Attachment 1 - DD Form 254 - Contract Security Classification Specification	Dated 20 Dec 1971	4 Pages
Attachment 2 - System Specification for Utility Tactical Transport Aircraft System	Dated 13 Dec 1971	133 Pages
Appendix I - Flying and Ground Handling Qualities Specification	Dated 13 Dec 1971	24 Pages
Appendix II - Aerial Vehicle Demonstration and Airworthiness Qualification Program Requirement	Dated 13 Dec 1971	54 Pages
Attachment 3 - Reliability Program Requirement	Dated 20 Dec 1971	14 Pages
Attachment 4 - Maintainability Program Requirement	Dated 20 Dec 1971	17 Pages
Attachment 5 - Logistics Management Requirement	Dated 20 Dec 1971	37 Pages
Attachment 6 - Configuration Management Requirement	Dated 20 Dec 1971	5 Pages
Attachment 7 - System Engineering Management Requirement	Dated 20 Dec 1971	6 Pages
Attachment 8 - System Project Management Requirement	Dated 20 Dec 1971	9 Pages
Attachment 9 - System Safety Program Requirement	Dated 20 Dec 1971	9 Pages
Attachment 10 - Human Factors Engineering Requirement	Dated 20 Dec 1971	5 Pages
Attachment 11 - Producibility Requirement	Dated 20 Dec 1971	3 Page
Attachment 12 - Survivability Program Requirement	Dated 20 Dec 1971	13 Pages
Attachment 13 - Expanded Service Test	Dated 20 Dec 1971	3 Pages
Attachment 14 - Instructions for Proposal Preparation	Dated 20 Dec 1971	74 Pages
Attachment 15 - Classified Information (provided under separate cover)	Dated 20 Dec 1971	16 Pages

<sup>1</sup>This example illustrates the points of paragraph 4m of Part Three and is not  
tended to be a rigid format requirement.